

MAYOR 101

DEPARTMENT: Mayor

PROGRAM MANAGER: Mayor (administered by Director of Administration)

PROGRAM DESCRIPTION:

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced, and that all City officers, boards and commissions properly discharge their duties. The Mayor nominates to Council the appointment of certain City employees, board and commission members, and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council voting only in cases relating to tie votes. The Mayor is elected for a 3-year term of office, with the current term expiring April 2005.

City ordinances designate 8 cabinet officers, as well as other unclassified positions within City government, that shall be appointed by the Mayor subject to the confirmation by a majority of all members of the Common Council.

SERVICES:

- Represent people of the City of Franklin.
- Oversees City government in accordance with City ordinances and State Statutes.
- Annually prepare a financial forecast for use in development of the City's Annual Budget

STAFFING:

1 Part-time (elected)

BUDGET SUMMARY:

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The 2004 Mayor Budget is \$225 less than the 2003 Adopted Budget level.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| GENERAL FUND EXPENDITURES | | | | | | | | | | |
| MAYOR | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-PT | 01.101.0000.5113 | 16,800 | 15,960 | 16,800 | 16,800 | 16,800 | 16,800 | 16,800 | 16,800 | |
| FICA | 01.101.0000.5151 | 1,652 | 1,588 | 1,652 | 1,652 | 1,652 | 1,652 | 1,652 | 1,652 | |
| Sub-total | | 18,452 | 17,548 | 18,452 | 18,452 | 18,452 | 18,452 | 18,452 | 18,452 | 0.0% |
| Percent of Department Total | | 78.6% | 78.0% | 76.6% | 76.6% | 76.6% | 76.6% | 76.7% | 77.4% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| LEGAL SERVICES | 01.101.0000.5212 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.101.0000.5312 | 69 | 0 | 150 | 150 | 150 | 150 | 150 | 150 | |
| PRINTING | 01.101.0000.5313 | 0 | 0 | 50 | 50 | 50 | 50 | 50 | 50 | |
| Sub-total | | 69 | 0 | 200 | 200 | 200 | 200 | 200 | 200 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | |
| SUBSCRIPTIONS | 01.101.0000.5422 | 115 | 0 | 100 | 100 | 100 | 100 | 100 | 0 | |
| CONFERENCES AND SCHOOLS | 01.101.0000.5425 | 45 | 0 | 125 | 125 | 125 | 125 | 100 | 0 | |
| MILEAGE | 01.101.0000.5432 | 4,800 | 4,850 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 | |
| Sub-total | | 4,960 | 4,850 | 5,025 | 5,025 | 5,025 | 5,025 | 5,000 | 4,800 | -4.5% |
| CONTRIBUTIONS AND AWARDS | | | | | | | | | | |
| EMPLOYEE AWARDS | 01.101.0000.5726 | | 111 | 400 | 400 | 400 | 400 | 400 | 400 | |
| GRAND TOTAL MAYOR | | 23,481 | 22,509 | 24,077 | 24,077 | 24,077 | 24,077 | 24,052 | 23,852 | -0.9% |

ALDERMEN

102

DEPARTMENT: Aldermen

PROGRAM MANAGERS: Aldermen (administered by Director of Administration)

PROGRAM DESCRIPTION:

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for City employees, and official management of the City's financial affairs; its budget, its revenues, and the raising of funds for the operation of the City. The Common Council is comprised of the Mayor and 6 members representing the 6 Aldermanic Districts, serving 3-year overlapping terms effective for those elected in April 2001 and after.

Boards and Commissions of the City serve primarily in an advisory role to the Mayor and Common Council in developing policies and managing the affairs of the City to best serve its citizens. Boards and commissions allow for additional citizen input beyond that of the elected officials. Certain boards and commissions are required under Wisconsin statutes (e.g., the Board of Public Works and Plan Commission); others have been established to oversee certain activities (e.g., Civic Celebrations Commission). The following Boards and Commissions serve the City:

| | |
|--------------------------------------|----------------------------|
| Architectural Board | Ethics Board |
| Board of Health | Fair Commission |
| Board of Review | Finance Committee |
| Board of Public Works | Library Board |
| Board of Water Commissioners | License Committee |
| Board of Zoning and Building Appeals | Parks Commission |
| Civic Celebrations Commission | Personnel Committee |
| Community Development Authority | Plan Commission |
| Economic Development Commission | Police and Fire Commission |
| Environmental Commission | Technology Commission |

Certain boards and commissions oversee programs with their own budget or fund (such as the Economic Development Commission, Civic Celebrations Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Aldermen Program Budget.

SERVICES:

- Represent people of the City of Franklin.
- Adopt ordinances and resolutions; levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

STAFFING:

6 Part-time (elected)

Board and Commission members are volunteers

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|------------------------------|------|------|------|------|-------|-------|
| Ordinances passed | 60 | 40 | 62 | 45 | 55 | 50 |
| Resolutions passed | 159 | 172 | 194 | 148 | 175 | 175 |
| Common Council meeting hours | 97 | 71 | 110 | 110 | 95 | 100 |

* Forecast

BUDGET SUMMARY:

- 1) The annual salary for Aldermen is currently established at \$7,200. In addition, Aldermen also receive \$1,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The appropriation for Undesignated Professional Services is reduced by \$2,000, from \$3,000 to \$1,000 in 2004. Utilization of these funds requires Common Council approval.
- 3) The 2004 Aldermen Budget is \$3,050 less than the 2003 Adopted Budget level.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| ALDERMEN | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-PT | 01.102.0000.5113 | 43,000 | 41,100 | 43,200 | 43,200 | 43,200 | 43,200 | 43,200 | 43,200 | |
| FICA | 01.102.0000.5151 | 4,112 | 3,959 | 4,131 | 4,131 | 4,131 | 4,131 | 4,131 | 4,131 | |
| Sub-total | | 47,112 | 45,059 | 47,331 | 47,331 | 47,331 | 47,331 | 47,331 | 47,331 | 0.0% |
| Percent of Department Total | | 1 | 77.0% | 74.8% | 74.8% | 74.8% | 74.8% | 74.8% | 78.6% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| LEGAL SERVICES | 01.102.0000.5212 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OTHER PROFESSIONAL SERVICES | 01.102.0000.5219 | 0 | 1,916 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,000 | |
| SUNDRY CONTRACTORS | 01.102.0000.5299 | 162 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 162 | 1,916 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,000 | -66.7% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.102.0000.5312 | 50 | 144 | 500 | 500 | 500 | 500 | 500 | 200 | |
| PRINTING | 01.102.0000.5313 | 109 | 356 | 400 | 400 | 400 | 400 | 400 | 400 | |
| Sub-total | | 160 | 499 | 900 | 900 | 900 | 900 | 900 | 600 | -33.3% |
| SERVICES AND CHARGES | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.102.0000.5421 | | 26 | 500 | 500 | 500 | 500 | 500 | 500 | |
| MEMBERSHIPS | 01.102.0000.5424 | 7,338 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CONFERENCES AND SCHOOLS | 01.102.0000.5425 | 0 | 163 | 750 | 750 | 750 | 750 | 750 | 0 | |
| MILEAGE | 01.102.0000.5432 | 10,750 | 10,709 | 10,800 | 10,800 | 10,800 | 10,800 | 10,800 | 10,800 | |
| Sub-total | | 18,088 | 10,898 | 12,050 | 12,050 | 12,050 | 12,050 | 12,050 | 11,300 | -6.2% |
| CONTRIBUTIONS AND AWARDS | | | | | | | | | | |
| LEGISLATIVE CONTRIBUTIONS | 01.102.0000.5722 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| EMPLOYEE AWARDS | 01.102.0000.5726 | 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| VOLUNTEER RECOGNITION | 01.102.0000.5734 | 27 | 127 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 58 | 127 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL ALDERMEN | | 65,580 | 58,499 | 63,281 | 63,281 | 63,281 | 63,281 | 63,281 | 60,231 | -4.8% |

MUNICIPAL COURT
121

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every 3 years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the Court Clerk for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's Office and are also accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

SERVICES:

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.
- Provides for the boarding of prisoners.

STAFFING:

| Position (FTE) | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Municipal Judge (Part-time, Elected) | 0.10 | 0.10 | 0.12 | 0.15 | 0.15 | 0.15 |
| Court Clerk (Part-time) | 0.20 | 0.20 | 0.25 | 0.45 | 0.45 | 0.45 |
| Total | 0.30 | 0.30 | 0.37 | 0.60 | 0.60 | 0.60 |

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|------------------------------|--------------|--------------|---------------|--------------|--------------|---------------|
| Municipal Court Cases | 7,807 | 9,889 | 10,075 | 9,347 | 8,000 | 10,000 |

* Forecast

BUDGET SUMMARY:

- 1) Two (2) daytime and 4 nighttime court sessions per month are held.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|-----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| MUNICIPAL COURT | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-PT | 01.121.0000.5113 | 23,780 | 30,463 | 33,655 | 33,655 | 33,723 | 35,470 | 34,086 | 34,086 | |
| SALARIES-TEMP | 01.121.0000.5115 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FICA | 01.121.0000.5151 | 1,819 | 2,248 | 2,575 | 2,575 | 2,580 | 2,713 | 2,608 | 2,608 | |
| RETIREMENT | 01.121.0000.5152 | | 0 | | | | 1,384 | 0 | 0 | |
| GROUP HEALTH & DENTAL | 01.121.0000.5154 | | 0 | | | | 2,821 | 0 | 0 | |
| LIFE INSURANCE | 01.121.0000.5155 | | 0 | | | | 75 | 0 | 0 | |
| Sub-total | | 25,599 | 32,711 | 36,230 | 36,230 | 36,303 | 42,463 | 36,694 | 36,694 | 1.3% |
| Percent of Department Total | | 0 | 58.9% | 61.9% | 61.9% | 52.9% | 54.6% | 59.2% | 62.2% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| OTHER PROFESSIONAL SERVICES | 01.121.0000.5219 | 475 | 420 | 500 | 500 | 500 | 500 | 500 | 500 | |
| PRISONER BOARDING | 01.121.0000.5294 | 26,697 | 20,756 | 20,000 | 20,000 | 30,000 | 30,000 | 20,000 | 20,000 | |
| COLLECTION SERVICES | 01.121.0000.5298 | | | | | | 3,000 | 3,000 | 0 | |
| Sub-total | | 27,172 | 21,176 | 20,500 | 20,500 | 30,500 | 33,500 | 23,500 | 20,500 | 0.0% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.121.0000.5312 | 212 | 230 | 250 | 250 | 250 | 300 | 300 | 300 | |
| PRINTING | 01.121.0000.5313 | 326 | 392 | 350 | 350 | 350 | 350 | 350 | 350 | |
| Sub-total | | 538 | 622 | 600 | 600 | 600 | 650 | 650 | 650 | 8.3% |
| SERVICES AND CHARGES | | | | | | | | | | |
| SUBSCRIPTIONS | 01.121.0000.5422 | 0 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | |
| MEMBERSHIPS | 01.121.0000.5424 | 100 | 100 | 100 | 100 | 100 | 150 | 150 | 150 | |
| CONFERENCES AND SCHOOLS | 01.121.0000.5425 | 674 | 789 | 800 | 800 | 800 | 800 | 800 | 800 | |
| JURY/WITNESS FEES | 01.121.0000.5429 | 182 | 147 | 200 | 200 | 200 | 200 | 200 | 200 | |
| Sub-total | | 956 | 1,036 | 1,200 | 1,200 | 1,200 | 1,150 | 1,150 | 1,150 | -4.2% |
| TOTAL GENERAL FUND | | 54,265 | 55,545 | 58,530 | 58,530 | 68,603 | 77,763 | 61,994 | 58,994 | 0.8% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| FURNITURE/FIXTURES | 41.121.0000.5812 | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| COMPUTER EQUIPMENT | 41.121.0000.5841 | 200 | | | | | 0 | 0 | | |
| SOFTWARE | 41.121.0000.5843 | 0 | 0 | | | | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL MUNICIPAL COURT | | 54,465 | 55,545 | 58,530 | 58,530 | 68,603 | 77,763 | 61,994 | 58,994 | 0.8% |
| Less Program Revenue: | | | | | | | | | | |
| Penalties & Forfeitures @ 12% | | -52,805 | -49,785 | -54,000 | -54,000 | -51,000 | -54,000 | -54,000 | -54,000 | |
| Net Municipal Court Related Costs | | 1,660 | 5,760 | 4,530 | 4,530 | 17,603 | 23,763 | 7,994 | 4,994 | |

CITY CLERK/ELECTIONS
141, 142

DEPARTMENT: City Clerk

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

The City Clerk is the legal custodian of the City's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of the agenda and official minutes for Common Council meetings and various committees. The Clerk's Office provides administrative support to the Mayor, Common Council, various boards, commissions and committees, and responds to informational requests from the general public. In addition, the Clerk's Office is responsible for the Elections Budget.

The Elections Budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

SERVICES:

- Prepare and review Common Council agenda.
 - Attend all Council meetings and Board and Commission meetings as necessary.
 - Maintain custody of City's official records, providing access to and responding to public records requests.
 - Prepare and distribute resolutions, ordinances, proclamations, agendas, and minutes for meetings of the Common Council and various City boards, commissions and committees, including ad hoc groups.
 - Complaint handling.
 - Index Council minutes, resolutions, and ordinances.
 - Codify approved ordinances.
 - Administer oaths of office and certify official documents.
 - Issue permits and licenses, as required by local and state laws.
 - Oversee City records management and retention program.
 - Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, and election inspector training.
- Coordinate, prepare, and distribute City Directory and monthly calendar.

STAFFING:

| | Position (FTE) | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|--|---|----------------|----------------|----------------|----------------|----------------|----------------|
| | City Clerk | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Deputy City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Administration Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Clerk/Typist | .50 | .50 | .50 | .50 | .50 | .50 |
| | Business Administrator/Clerk | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Administrative Secretary | 1.00 | .00 | .00 | .00 | .00 | .00 |
| | Assistant to the Administrator | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 5.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 |

The position of Business Administrator/Clerk was eliminated in June 1999 and the position of Director of Administration was created and is part of Department 147. The Assistant to the Administrator was reclassified to Human Resource Manager and is part of Department 148. The position of Deputy City Clerk was changed to City Clerk.

In 2000, the position of Administrative Secretary was changed to Deputy City Clerk.

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|-------------------------|--------|--------|--------|--------|--------|--------|
| Liquor Licenses | 70 | 71 | 70 | 70 | 72 | 72 |
| Bartenders Licenses | 260 | 290 | 304 | 290 | 300 | 300 |
| Peddler Permits | 240 | 251 | 250 | 250 | 240 | 240 |
| Property Status Reports | 450 | 280 | 246 | 350 | 300 | 250 |
| Registered Voters | 15,630 | 16,076 | 17,836 | 18,000 | 19,929 | 19,929 |
| Elections Held | 3 | 4 | 2 | 8 | 3 | 4 |
| Other Licenses | 840 | 807 | 810 | 810 | 810 | 810 |

* Forecast

BUDGET SUMMARY:

- 1) Elections increase in funding is due to 4 elections scheduled in 2004.
- 2) Due to the increased workload in the City Clerk's Office and the 2004 elections, including a high-turnout Presidential Election, this budget request includes a temporary part-time clerk-typist for a total of 780 hours at the rate of \$12.00 per hour to be utilized during preparation time for the 4 elections in 2004.

| CITY OF FRANKLIN | | 2001 | 2002 | 2003 | 2003 | 2003 | 2004 | 2004 | 2004 | Percent |
|------------------------------|------------------|---------|---------|---------|---------|----------|--------------|---------|---------|---------|
| 2004 BUDGET | | Actual | Actual | Adopted | Amended | Estimate | Dept/Request | Request | Adopted | Change |
| CITY CLERK | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.141.0000.5111 | 122,050 | 126,676 | 130,103 | 130,103 | 131,209 | 138,926 | 138,926 | 138,926 | |
| SALARIES-PT | 01.141.0000.5113 | 9,834 | 12,124 | 14,284 | 14,284 | 14,284 | 15,592 | 15,592 | 15,592 | |
| SALARIES-TEMP | 01.141.0000.5115 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SALARIES-OT | 01.141.0000.5117 | 908 | 391 | 1,075 | 1,075 | 1,075 | 1,075 | 1,075 | 1,075 | |
| COMPTIME TAKEN | 01.141.0000.5118 | 154 | 182 | 150 | 150 | 150 | 150 | 150 | 150 | |
| LONGEVITY | 01.141.0000.5133 | 510 | 507 | 420 | 420 | 420 | 624 | 624 | 624 | |
| FICA | 01.141.0000.5151 | 10,085 | 10,554 | 11,171 | 11,171 | 11,256 | 11,962 | 11,962 | 11,962 | |
| RETIREMENT | 01.141.0000.5152 | 12,744 | 13,611 | 14,603 | 14,603 | 14,714 | 15,637 | 15,637 | 15,637 | |
| GROUP HEALTH & DENTAL | 01.141.0000.5154 | 20,913 | 22,336 | 28,228 | 28,228 | 24,857 | 30,267 | 30,267 | 30,267 | |
| LIFE INSURANCE | 01.141.0000.5155 | 696 | 684 | 805 | 805 | 844 | 876 | 876 | 876 | |
| Allocated payroll cost | 01.141.0000.5199 | | -9,000 | -9,400 | -9,400 | -9,400 | -9,729 | -9,500 | -9,500 | |
| Sub-total | | 177,895 | 178,065 | 191,439 | 191,439 | 189,409 | 205,380 | 205,609 | 205,609 | 7.4% |
| Percent of Department Total | | 1 | 85.6% | 87.6% | 86.4% | 86.3% | 87.2% | 87.2% | 87.8% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| FILING FEES | 01.141.0000.5223 | 631 | 1,031 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| EQUIPMENT MAINTENANCE | 01.141.0000.5242 | 40 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | |
| SUNDRY CONTRACTORS | 01.141.0000.5299 | 4,539 | 8,790 | 4,000 | 6,900 | 6,900 | 8,000 | 8,000 | 8,000 | |
| Sub-total | | 5,210 | 9,821 | 5,100 | 8,000 | 8,000 | 9,100 | 9,100 | 9,100 | 78.4% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.141.0000.5311 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OFFICE SUPPLIES | 01.141.0000.5312 | 922 | 1,618 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | |
| PRINTING | 01.141.0000.5313 | 1,078 | 790 | 800 | 800 | 800 | 800 | 800 | 800 | |
| Sub-total | | 2,000 | 2,408 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.141.0000.5421 | 10,692 | 10,602 | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 | 10,000 | |
| SUBSCRIPTIONS | 01.141.0000.5422 | 820 | 585 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 500 | |
| MEMBERSHIPS | 01.141.0000.5424 | 220 | 320 | 500 | 500 | 500 | 600 | 600 | 600 | |
| CONFERENCES AND SCHOOLS | 01.141.0000.5425 | 253 | 576 | 2,000 | 2,000 | 2,000 | 2,300 | 2,300 | 2,300 | |
| MILEAGE | 01.141.0000.5432 | 80 | 155 | 600 | 600 | 600 | 700 | 700 | 700 | |
| BACKGROUND CHECKS | 01.141.0000.5471 | 2,510 | 2,450 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | |
| Sub-total | | 14,575 | 14,688 | 18,100 | 18,100 | 18,100 | 18,600 | 18,600 | 17,100 | -5.5% |
| TOTAL GENERAL FUND | | 199,680 | 204,982 | 217,139 | 220,039 | 218,009 | 235,580 | 235,809 | 234,309 | 7.9% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.141.0000.5813 | 50 | 0 | | | | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.141.0000.5841 | 0 | 3,062 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | |
| SOFTWARE | 41.141.0000.5843 | 0 | 0 | | | | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 50 | 3,062 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | -100.0% |
| GRAND TOTAL CITY CLERK | | 199,730 | 208,044 | 218,639 | 221,539 | 219,509 | 235,580 | 235,809 | 234,309 | 7.2% |
| Less Program Revenue: | | | | | | | | | | |
| Licenses: 4201 -4217 | | -45,570 | -50,872 | -48,300 | -48,300 | -56,200 | -46,700 | -46,700 | -46,700 | |
| Licenses: 4223 -4241 | | -23,440 | -17,980 | -21,450 | -21,450 | -20,950 | -19,250 | -19,250 | -19,250 | |
| PUBLICATIONS & RECORDING | 01.0000.4411 | -570 | -2,143 | -6,300 | -6,300 | -6,300 | -6,300 | -6,300 | -6,300 | |
| PROPERTY STATUS REPORTS | 01.0000.4413 | -6,152 | -7,676 | -8,000 | -8,000 | -8,000 | -7,000 | -7,000 | -7,000 | |
| Net City Clerk Related Costs | | 123,998 | 129,373 | 134,589 | 137,489 | 128,059 | 156,330 | 156,559 | 155,059 | |

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| ELECTIONS | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.142.0000.5111 | | 972 | 500 | 500 | 500 | 705 | 705 | 705 | |
| SALARIES-PT | 01.142.0000.5113 | | | | | | 217 | 217 | 217 | |
| SALARIES-TEMP | 01.142.0000.5115 | 7,189 | 24,878 | 9,782 | 9,782 | 9,782 | 35,064 | 35,064 | 30,419 | |
| SALARIES-OT | 01.142.0000.5117 | 492 | 2,002 | 1,000 | 1,000 | 1,000 | 1,622 | 1,622 | 1,622 | |
| LONGEVITY | 01.142.0000.5133 | | 16 | 0 | 0 | 0 | 5 | 5 | 5 | |
| FICA | 01.142.0000.5151 | 37 | 224 | 115 | 115 | 115 | 911 | 911 | 556 | |
| RETIREMENT | 01.142.0000.5152 | 0 | 366 | 150 | 150 | 300 | 292 | 292 | 292 | |
| HEALTH INSURANCE | 01.142.0000.5154 | | 888 | 240 | 240 | 800 | 378 | 378 | 378 | |
| LIFE INSURANCE | 01.142.0000.5155 | | 6 | 0 | 0 | 20 | 13 | 13 | 13 | |
| Sub-total | | 7,718 | 29,352 | 11,787 | 11,787 | 12,517 | 39,207 | 39,207 | 34,207 | 190.2% |
| Percent of Department Total | | 1 | 92.3% | 50.4% | 50.4% | 51.9% | 85.7% | 85.7% | 83.9% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| DP SERVICES | 01.142.0000.5214 | 312 | 812 | 400 | 400 | 400 | 800 | 800 | 800 | |
| EQUIPMENT MAINTENANCE | 01.142.0000.5242 | 3,276 | 0 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | |
| Sub-total | | 3,588 | 812 | 2,150 | 2,150 | 2,150 | 2,550 | 2,550 | 2,550 | 18.6% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.142.0000.5311 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OFFICE SUPPLIES | 01.142.0000.5312 | 340 | 472 | 500 | 500 | 500 | 800 | 800 | 800 | |
| PRINTING | 01.142.0000.5313 | 285 | 687 | 1,000 | 1,000 | 1,000 | 2,000 | 2,000 | 2,000 | |
| Sub-total | | 624 | 1,159 | 1,500 | 1,500 | 1,500 | 2,800 | 2,800 | 2,800 | 86.7% |
| SERVICES AND CHARGES | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.142.0000.5421 | 176 | 386 | 400 | 400 | 400 | 500 | 500 | 500 | |
| CONFERENCES AND SCHOOLS | 01.142.0000.5425 | 0 | 0 | 100 | 100 | 100 | 600 | 600 | 600 | |
| MILEAGE | 01.142.0000.5432 | 13 | 106 | 50 | 50 | 50 | 100 | 100 | 100 | |
| Sub-total | | 189 | 492 | 550 | 550 | 550 | 1,200 | 1,200 | 1,200 | 118.2% |
| TOTAL GENERAL FUND | | 12,119 | 31,815 | 15,987 | 15,987 | 16,717 | 45,757 | 45,757 | 40,757 | 154.9% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| OTHER CAPITAL EQUIPMENT | 41.142.0000.5819 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SOFTWARE | 41.142.0000.5843 | | | 7,400 | 7,400 | 7,400 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 0 | 0 | 7,400 | 7,400 | 7,400 | 0 | 0 | 0 | 0.0% |
| GRAND TOTAL ELECTIONS | | 12,119 | 31,815 | 23,387 | 23,387 | 24,117 | 45,757 | 45,757 | 40,757 | 74.3% |
| Less Program Revenue: | | | | | | | | | | |
| REFUNDS & REIMB - ELECTIONS | 01.0000.4782 | 0 | -13,118 | 0 | 0 | -10,000 | 0 | 0 | 0 | |
| Net Elections Related Costs | | 12,119 | 18,697 | 23,387 | 23,387 | 14,117 | 45,757 | 45,757 | 40,757 | |

INFORMATION SERVICES

144

DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

This program administers Citywide computing and telecommunication needs. This includes the City Hall complex Local Area Network (LAN), as well as the City's Wide Area Network (WAN), which includes all Fire Station locations, Public Works Garage, Sewer/Water operations, Police Facility, and Library.

SERVICES:

- Maintain and grow the City WAN structure.
- Perform maintenance and repair work on City-owned computing equipment.
- Provide training and software support to City personnel.
- Maintain and assist in development of the City's World Wide Web page.
- Coordinate and monitor Internet and email access for City employees.
- Maintain the City's telecommunication services and equipment.

STAFFING:

| | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 |
|-------------------|--------|--------|--------|--------|--------|--------|
| Position (FTE) | Actual | Actual | Actual | Actual | Budget | Budget |
| EDP Administrator | 1.00 | 1.00 | .00 | .00 | .00 | .00 |
| Total | 1.00 | 1.00 | .00 | .00 | .00 | .00 |

The Director of Administration, through a professional services contract with an outside data processing administration and technical support firm, manages the City's data processing function. In addition, the Information Services Budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is included in this budget.

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|------------------------|------|------|------|------|-------|-------|
| Total Desktop PC's | 97 | 110 | 115 | 136 | 136 | 136 |
| Software Applications | 32 | 37 | 42 | 41 | 41 | 41 |
| Training Sessions Held | 6 | 10 | 10 | 8 | 16 | 20 |

Forecast

BUDGET SUMMARY:

- 1) The 2004 Adopted Budget provides for continuation of outside Information Services administration and technical support services at a cost of \$130,000. This 24 hour/day – 7days/week coverage is estimated to be less than the cost of 2 full-time, 40 hour/week staff positions to provide data processing support.
- 2) A \$50,000 appropriation is continued for GIS support services during 2004. Actual costs will be dependent upon the level of technical expertise gained by City staff through training and the level of support needed from the City's GIS project management contractor.
- 3) The 2004 Budget contains a \$5,000 appropriation for continued development and enhancements to the City's web site as well as web site hosting services. This represents a \$10,000 decrease from the 2003 Adopted Budget.
- 4) Annual software maintenance costs related to the GIS and Govern software programs result in a \$7,050 increase in this budget.
- 5) Due to favorable experience with telephone service charges, the 2004 Budget is reduced by \$2,000.
- 6) A \$20,000 appropriation was included in the 2003 Budget to install new cabling and switches within City Hall and Fire Station No. 1. This new cable infrastructure will better support the high-speed transmission of network and GIS data to the using departments. This appropriation is not needed in 2004, resulting in a \$20,000 reduction to the budget.
- 7) The total expenditure budget for this department is reduced by \$33,650 (9.3%), from \$360,200 in 2003 to \$326,550 in 2004.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|---|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| INFORMATION SERVICES | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| DATA PROCESSING SERVICES | 01.144.0000.5214 | 118,233 | 123,593 | 127,000 | 127,000 | 127,000 | 130,000 | 130,000 | 130,000 | |
| GIS SUPPORT SERVICES | 01.144.0000.5215 | 0 | 0 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | |
| OTHER PROFESSIONAL SERVICE | 01.144.0000.5219 | 7,736 | 8,578 | 0 | 0 | 0 | 0 | 0 | 0 | |
| EQUIPMENT MAINTENANCE | 01.144.0000.5242 | 1,859 | 563 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | |
| SOFTWARE MAINTENANCE | 01.144.0000.5257 | 300 | 18,600 | 22,500 | 22,500 | 25,747 | 29,566 | 29,550 | 29,550 | |
| SUNDRY CONTRACTORS | 01.144.0000.5299 | 12,372 | 3,121 | 15,000 | 15,000 | 8,000 | 10,000 | 10,000 | 5,000 | |
| Sub-total | | 140,300 | 154,454 | 216,500 | 216,500 | 212,747 | 221,566 | 221,550 | 216,550 | 0.0% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.144.0000.5312 | 228 | 36 | 250 | 250 | 250 | 250 | 250 | 250 | |
| OPERATING SUPPLIES - OTHER | 01.144.0000.5329 | 2,255 | 4,575 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | |
| EQUIPMENT SUPPLIES | 01.144.0000.5333 | 1,015 | 4,318 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | |
| Sub-total | | 3,501 | 8,929 | 7,250 | 7,250 | 7,250 | 7,250 | 7,250 | 7,250 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | |
| DATA COMMUNICATION SERVICES | 01.144.0000.5410 | | 9,026 | 32,000 | 32,000 | 32,000 | 23,550 | 13,550 | 13,550 | |
| TELEPHONE | 01.144.0000.5415 | | 0 | 60,000 | 60,000 | 60,000 | 58,000 | 58,000 | 58,000 | |
| OFFICIAL NOTICES/ADVERTISING | 01.144.0000.5421 | 59 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SUBSCRIPTIONS | 01.144.0000.5422 | 60 | 30 | 200 | 200 | 200 | 200 | 200 | 0 | |
| MEMBERSHIPS | 01.144.0000.5424 | 0 | 0 | 200 | 200 | 200 | 200 | 200 | 0 | |
| CONFERENCES AND SCHOOLS | 01.144.0000.5425 | 4,500 | 8,621 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 | 0 | |
| MILEAGE | 01.144.0000.5432 | 0 | 0 | 50 | 50 | 50 | 50 | 50 | 0 | |
| | | 4,619 | 17,676 | 101,450 | 101,450 | 101,450 | 91,000 | 81,000 | 71,550 | -29.5% |
| TOTAL GENERAL FUND | | 148,414 | 181,059 | 325,200 | 325,200 | 321,447 | 319,816 | 309,800 | 295,350 | -9.2% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| FURNITURE/FIXTURES | 41.144.0000.5812 | 0 | 517 | 2,000 | 2,000 | 2,000 | 1,500 | 1,500 | 1,000 | |
| OTHER CAPITAL EQUIPMENT | 41.144.0000.5819 | | 0 | 0 | 0 | 0 | | | | |
| COMPUTER EQUIPMENT | 41.144.0000.5841 | 15,048 | 16,350 | 17,000 | 17,000 | 13,829 | 17,000 | 17,000 | 17,000 | |
| SOFTWARE | 41.144.0000.5843 | 15,854 | 15,228 | 16,000 | 16,650 | 19,109 | 46,000 | 16,000 | 13,200 | |
| TOTAL CAPITAL OUTLAY FUND | | 30,902 | 32,095 | 35,000 | 35,650 | 34,938 | 64,500 | 34,500 | 31,200 | -10.9% |
| GRAND TOTAL INFORMATION SERVICES | | 179,316 | 213,154 | 360,200 | 360,850 | 356,385 | 384,316 | 344,300 | 326,550 | -9.3% |

ADMINISTRATION

147

DEPARTMENT: Administration

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the Municipal Corporation; leading, planning, organizing and directing the administration of the City of Franklin toward the fulfillment of goals and policies determined by the Common Council. The Director coordinates the day-to-day administrative activities of the City, introduces new methods and procedures among City departments and appraises the Mayor and Common Council on operating results. The Director has the responsibility of overseeing the City's insurance program. Additionally, the Director, assisted by the Finance Officer, oversees management of financial resources and is responsible for the preparation of the annual City Budget.

SERVICES:

- Attend Common Council meetings and Board and Commission meetings as necessary.
- In conjunction with the Personnel Committee and with support from the Human Resource Manager, is responsible for negotiation and administration of collectively bargained labor agreements; recruitment of non-sworn personnel; authorize pay and benefit changes within policy or contract; and manage the annual evaluation of Department Heads.
- Administration of the City's Casualty and Property Insurance Program.
- In coordination with the Human Resource Manager, administer the City's Workers' Compensation and Employee Health Insurance Programs.
- Oversee the coordination, preparation, and distribution of the City's annual budget document.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Provide staff support to the Technology Commission and maintain and upgrade the City's web site.

STAFFING:

| | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Position (FTE) | | | | | | |
| Director of Administration | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 0.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |

BUDGET SUMMARY:

The expenditure budget for this department is decreased by \$984, from \$242,281 in 2003 to \$241,297 in 2004. The primary reasons for the change are as follows:

- 1) Personnel costs are increased by \$3,016 primarily due to anticipated annual wage increases.
- 2) Equipment maintenance costs are increased by \$5,100, primarily reflecting an adjustment to the Telephone Equipment Maintenance Account.
- 3) Based on experience, the Supplies Budget is reduced by \$6,950.

| CITY OF FRANKLIN | | 2001 | 2002 | 2003 | 2003 | 2003 | 2004 | 2004 | 2004 | Percent |
|-----------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 2004 BUDGET | | Actual | Actual | Adopted | Amended | Estimate | Dept/Request | Request | Adopted | Change |
| ADMINISTRATION | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.147.0000.5111 | 98,271 | 101,437 | 104,528 | 104,528 | 104,663 | 108,153 | 108,153 | 108,153 | |
| SALARIES-TEMP | 01.147.0000.5115 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SALARIES-OT | 01.147.0000.5117 | 2,374 | 1,926 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| COMP TIME TAKEN | 01.147.0000.5118 | 547 | 430 | 500 | 500 | 500 | 500 | 500 | 500 | |
| LONGEVITY | 01.147.0000.5133 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FICA | 01.147.0000.5151 | 7,778 | 7,980 | 8,149 | 8,149 | 8,160 | 8,427 | 8,427 | 8,427 | |
| RETIREMENT | 01.147.0000.5152 | 10,456 | 10,379 | 10,653 | 10,653 | 10,666 | 11,015 | 11,015 | 11,015 | |
| GROUP HEALTH & DENTAL | 01.147.0000.5154 | 15,124 | 16,845 | 19,403 | 19,403 | 16,032 | 18,380 | 18,380 | 18,380 | |
| LIFE INSURANCE | 01.147.0000.5155 | 775 | 813 | 798 | 798 | 967 | 972 | 972 | 972 | |
| Allocated payroll cost | 01.147.0000.5199 | | -6,900 | -7,200 | -7,200 | -7,200 | -7,452 | -7,600 | -7,600 | |
| Sub-total | | 135,326 | 132,911 | 138,331 | 138,331 | 135,288 | 141,495 | 141,347 | 141,347 | 2.2% |
| Percent of Department Total | | 0 | 48.2% | 57.1% | 57.0% | 56.8% | 56.8% | 56.8% | 56.8% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| AUTC MAINTENANCE | 01.147.0000.5241 | 871 | 216 | 600 | 600 | 600 | 600 | 600 | 600 | |
| EQUIPMENT MAINTENANCE | 01.147.0000.5242 | 9,282 | 9,773 | 10,700 | 10,700 | 10,700 | 15,808 | 15,800 | 15,800 | |
| SUNDRY CONTRACTORS | 01.147.0000.5299 | 10,149 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 20,302 | 9,990 | 11,300 | 11,300 | 11,300 | 16,408 | 16,400 | 16,400 | 45.1% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.147.0000.5311 | 32,015 | 40,671 | 44,000 | 44,000 | 44,000 | 44,000 | 44,000 | 40,850 | |
| OFFICE SUPPLIES | 01.147.0000.5312 | 168 | 278 | 500 | 500 | 500 | 500 | 500 | 500 | |
| PRINTING | 01.147.0000.5313 | 7,228 | 8,007 | 8,000 | 8,000 | 7,500 | 7,500 | 7,500 | 5,950 | |
| TRASH BAGS | 01.147.0000.5323 | 958 | 958 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OPERATING SUPPLIES-OTHER | 01.147.0000.5329 | 9,077 | 6,326 | 9,000 | 9,000 | 8,500 | 8,500 | 8,500 | 8,500 | |
| FUEL & LUBRICANTS | 01.147.0000.5331 | 2,120 | 182 | 2,000 | 2,000 | 1,500 | 1,500 | 1,500 | 750 | |
| Sub-total | | 51,566 | 56,422 | 63,500 | 63,500 | 62,000 | 62,000 | 62,000 | 56,550 | -10.9% |
| SERVICES AND CHARGES | | | | | | | | | | |
| TELEPHONE | 01.147.0000.5415 | 83,853 | 55,254 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SUBSCRIPTIONS | 01.147.0000.5422 | 93 | 204 | 400 | 400 | 400 | 400 | 400 | 400 | |
| MEMBERSHIPS | 01.147.0000.5424 | 120 | 8,335 | 9,650 | 9,650 | 9,650 | 9,670 | 9,700 | 9,200 | |
| CONFERENCES AND SCHOOLS | 01.147.0000.5425 | 381 | 1,109 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 850 | |
| MILEAGE | 01.147.0000.5432 | 121 | 288 | 400 | 400 | 400 | 350 | 350 | 150 | |
| EQUIPMENT RENTAL | 01.147.0000.5433 | 8,600 | 7,714 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 | 7,900 | |
| Sub-total | | 93,168 | 72,903 | 20,650 | 20,650 | 20,650 | 20,620 | 20,650 | 18,500 | -10.4% |
| TOTAL GENERAL FUND | | 300,362 | 272,226 | 233,781 | 233,781 | 229,238 | 240,523 | 240,397 | 232,797 | -0.4% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| FURNITURE & FIXTURES | 41.147.0000.5812 | 0 | 0 | | | | 0 | 0 | 0 | |
| OFFICE EQUIPMENT | 41.147.0000.5813 | 544 | 238 | 500 | 500 | 500 | 500 | 500 | 500 | |
| COMPUTER EQUIPMENT | 41.147.0000.5841 | 1,032 | 1,648 | 3,000 | 3,000 | 3,000 | 4,000 | 4,000 | 4,000 | |
| SOFTWARE | 41.147.0000.5843 | 0 | 1,669 | 5,000 | 5,600 | 5,600 | 4,000 | 4,000 | 4,000 | |
| TOTAL CAPITAL OUTLAY FUND | | 1,576 | 3,554 | 8,500 | 9,100 | 9,100 | 8,500 | 8,500 | 8,500 | 0.0% |
| GRAND TOTAL ADMINISTRATION | | 301,938 | 275,780 | 242,281 | 242,881 | 238,338 | 249,023 | 248,897 | 241,297 | -0.4% |

Administration includes Central Services starting in 2002. The 2000 and 2001 numbers have the information from central services included.
City Memberships in League of Municipalities, Public Policy Forum and Intergovernmental Cooperation Council moved to this Department.

HUMAN RESOURCES

148

DEPARTMENT: Human Resources

PROGRAM MANAGER: Human Resource Manager

PROGRAM OVERVIEW:

The Human Resources Office serves as a consultant to all departments in resolving employee relations' issues, employee benefit issues, and hiring decisions. It also ensures that the City's human resources systems comply with federal and state mandates.

The Human Resources Office administers City benefit programs such as COBRA; FMLA; life, health, dental, and disability insurance; pension plans; deferred compensation plans; leaves of absences; workers compensation; and employee assistance programs.

SERVICES:

- Labor Contract Negotiations
- Contract Administration
- Employee Benefit Administration
- Employee Relations
- Worker's Compensation Administration
- Recruitment, Testing and Selection
- Administration of Classification Plan
- Employment Records Management
- Salary Survey and Compensation Administration
- New Hire Orientations
- Exit Interviews
- Training
- Benefit Analysis & Recommendation
- Employee Handbook /Policy/ Procedure Manual
- Personnel Committee
- Performance Management

STAFFING:

| | 1999 Budget | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Position (FTE) | | | | | | |
| Human Resources Coordinator | .00 | 1.00 | 1.00 | 1.00 | .00 | .00 |
| Human Resources Manager | .00 | .00 | .00 | .00 | 1.00 | 1.00 |
| Clerk | .00 | .00 | .00 | .00 | .25 | .25 |
| Total | .00 | 1.00 | 1.00 | 1.00 | 1.25 | 1.25 |

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|--|------|------|------|------|-------|-------|
| Labor Contracts Negotiated | 1 | 4 | 3 | 0 | 3 | 3 |
| Worker's Comp Claims | 51 | 44 | 50 | 59 | 48 | 48 |
| Job Analyses Conducted & Job Description Revised | N/A | N/A | 20 | 12 | 40 | 22 |
| New Hires | N/A | N/A | 24 | 22 | 20 | 18 |
| Terminations | N/A | N/A | 16 | 16 | 16 | 16 |
| Turnover Rate | N/A | N/A | 7.2% | 7.2% | 6% | 6% |
| Civil Service Exams Administered | N/A | N/A | N/A | 371 | 225 | 200 |
| Vacancies Filled | 28 | 24 | 46 | 62 | 42 | 42 |

* Forecast

BUDGET SUMMARY:

- 1) A \$200 increase in the Printing budget is due to a new City of Franklin Employee Handbook that was published in 2003. Updates will need to be sent out to all employees if there is a change in policy or employment law.
- 2) The Conferences and Schools Account is for the Human Resources Manager to obtain a national certification as a Professional Human Resources Representative by the Society for Human Resources Management.
- 3) The \$4,000 (50%) decrease in Official Notices/Advertising is due to less advertising being done in the Milwaukee Journal/Sentinel. More employment advertising is being conducted via the Internet, which is either free or much less expensive than placing an ad in the local newspapers.
- 4) Total expenditures for this department are increased by \$6,354 (5.1%), from \$123,445 in the 2003 Adopted Budget to \$129,799 in the 2004 Adopted Budget.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|------------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| HUMAN RESOURCES | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.148.0000.5111 | 44,324 | 45,666 | 47,554 | 47,554 | 47,554 | 50,645 | 50,645 | 50,645 | |
| SALARIES-PT | 01.148.0000.5113 | 0 | 0 | 4,645 | 4,645 | 0 | 4,160 | 4,160 | 4,160 | |
| SALARIES-TEMP | 01.148.0000.5115 | | | | | | 0 | | | |
| SALARIES-OT | 01.148.0000.5117 | 0 | 119 | 0 | 0 | 0 | 0 | 0 | 0 | |
| LONGEVITY | 01.148.0000.5133 | 0 | 162 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FICA | 01.148.0000.5151 | 3,375 | 3,487 | 3,993 | 3,993 | 3,638 | 4,193 | 4,193 | 4,193 | |
| RETIREMENT | 01.148.0000.5152 | 3,448 | 4,583 | 4,755 | 4,755 | 4,755 | 5,064 | 5,064 | 5,064 | |
| GROUP HEALTH & DENTAL | 01.148.0000.5154 | 4,391 | 4,958 | 12,397 | 12,397 | 5,060 | 12,936 | 12,936 | 12,936 | |
| LIFE INSURANCE | 01.148.0000.5155 | 245 | 252 | 246 | 246 | 251 | 251 | 251 | 251 | |
| Allocated payroll cost | 01.148.0000.5199 | | -5,400 | -5,600 | -5,600 | -5,600 | -5,600 | -5,800 | -5,800 | |
| Sub-total | | 55,783 | 53,837 | 67,990 | 67,990 | 55,658 | 71,649 | 71,449 | 71,449 | 5.1% |
| Percent of Department Total | | 1 | 54.8% | 55.1% | 50.6% | 45.7% | 54.7% | 54.6% | 55.0% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| MEDICAL SERVICES | 01.148.0000.5211 | 0 | 4,326 | 2,575 | 2,575 | 2,575 | 4,326 | 4,350 | 4,350 | |
| HR PROCESSING FEES | 01.148.0000.5215 | 10,410 | 9,825 | 11,330 | 11,330 | 11,330 | 11,670 | 11,650 | 11,650 | |
| OTHER PROFESSIONAL SERVICES | 01.148.0000.5219 | 0 | 125 | 750 | 750 | 750 | 750 | 750 | 750 | |
| LABOR ATTORNEY | 01.148.0000.5252 | 18,718 | 14,178 | 23,250 | 34,050 | 34,050 | 23,250 | 23,250 | 23,250 | |
| UNEMPLOYMENT COSTS | 01.148.0000.5287 | | | | | | 5,000 | 5,000 | 5,000 | |
| SUNDRY CONTRACTORS | 01.148.0000.5299 | 4,110 | 3,700 | 5,000 | 5,000 | 5,000 | 5,500 | 5,500 | 4,500 | |
| Sub-total | | 33,238 | 32,154 | 42,905 | 53,705 | 53,705 | 50,496 | 50,500 | 49,500 | 15.4% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.148.0000.5311 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OFFICE SUPPLIES | 01.148.0000.5312 | 138 | 365 | 200 | 200 | 200 | 200 | 200 | 200 | |
| PRINTING | 01.148.0000.5313 | 54 | 216 | 0 | 0 | 0 | 200 | 200 | 200 | |
| EDUCATION SUPPLIES-TESTING | 01.148.0000.5328 | 2,887 | 1,033 | 2,500 | 2,500 | 2,500 | 2,600 | 2,600 | 2,600 | |
| FUNERAL FLOWERS | 01.148.0000.5399 | | 236.5 | 200 | 200 | 200 | 200 | 200 | 200 | |
| Sub-total | | 3,078 | 1,850 | 2,900 | 2,900 | 2,900 | 3,200 | 3,200 | 3,200 | 10.3% |
| SERVICES AND CHARGES | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.148.0000.5421 | 11,004 | 7,240 | 8,000 | 8,000 | 8,000 | 4,000 | 4,000 | 4,000 | |
| SUBSCRIPTIONS | 01.148.0000.5422 | 250 | 160 | 250 | 250 | 250 | 250 | 250 | 250 | |
| MEMBERSHIPS | 01.148.0000.5424 | 715 | 1,079 | 800 | 800 | 800 | 800 | 800 | 800 | |
| CONFERENCES AND SCHOOLS | 01.148.0000.5425 | 460 | 1,174 | 500 | 500 | 500 | 500 | 500 | 500 | |
| MILEAGE | 01.148.0000.5432 | 261 | 79 | 100 | 100 | 100 | 100 | 100 | 100 | |
| Sub-total | | 12,690 | 9,732 | 9,650 | 9,650 | 9,650 | 5,650 | 5,650 | 5,650 | -41.5% |
| TOTAL GENERAL FUND | | 104,789 | 97,573 | 123,445 | 134,245 | 121,913 | 130,995 | 130,799 | 129,799 | 5.1% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.148.0000.5813 | 132 | 583 | | | | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.148.0000.5841 | 1,474 | 0 | | | | 0 | 0 | 0 | |
| SOFTWARE | 41.148.0000.5843 | 450 | 0 | | | | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 2,056 | 583 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL HUMAN RESOURCES | | 106,845 | 98,156 | 123,445 | 134,245 | 121,913 | 130,995 | 130,799 | 129,799 | 5.1% |

**FINANCE DEPARTMENT
151, 152**

DEPARTMENT: Finance

PROGRAM MANAGER: Finance Officer

PROGRAM DESCRIPTION:

The City Finance Department is responsible for the accounting, budgeting, borrowing, and financial reporting of all City operations. This includes the maintenance of all financial records for the City, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Finance Department also assists the Treasurer's Office with investment and cash management. Long-term department goals include increasing automation of accounting functions to improve efficiency of services to other City departments and the public, increasing accounting knowledge of department staff, and improving timeliness, quality, and usefulness of financial information provided to City officials and citizens.

Department No. 152 accounts for the cost of the annual City audit.

SERVICES:

Preparation of quarterly and annual financial statements and coordination of annual audit.

- Preparation of required State of Wisconsin financial reports and forms.
- Coordinate the preparation of annual City budget.
- Implement all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development inspection, and other services.

STAFFING:

| Position (FTE) | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Finance Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Account Clerk | 1.00 | 1.50 | 1.50 | 1.50 | 1.30 | 1.30 |
| Total | 4.00 | 4.50 | 4.50 | 4.50 | 4.30 | 4.30 |

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|----------------------------|--------|-------|-------|-------|-------|-------|
| Disbursement Checks | 6,288 | 5,569 | 5,618 | 5,634 | 5,700 | 5,700 |
| Employees Paid | 319 | 357 | 332 | 375 | 375 | 375 |
| Receipts Processed | 10,259 | 9,219 | 9,298 | 8,427 | 9,400 | 9,400 |
| Assessment Invoices | 122 | 116 | 572 | 57 | 50 | 50 |
| Customer Invoices | 1,276 | 404 | 356 | 387 | 360 | 360 |
| Purchase Requisitions Used | 4,501 | 4,130 | 4,658 | 3,549 | 4,200 | 4,200 |

* Forecast

BUDGET SUMMARY:

- 1) Contractual Services - Ambulance billing service is outsourced. Cost of the service is 7.5% of the amounts collected. Increased collections require an increased budget.
- 2) Printing - the printing of CAFR covers, purchase requisition forms, A/P checks, 1099 forms, and envelopes are included.
- 3) Conferences and Seminars - cost associated with seminars and training for the professional staff.
- 4) Allocated Payroll Costs – These credits represent the portion of the departmental personal services expense charged to the sewer and water operations.
- 5) Capital Outlay:

| | |
|----------------------|---------|
| Software | |
| Computer workstation | \$1,500 |

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| FINANCE | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.151.0000.5111 | 159,840 | 154,883 | 144,675 | 144,675 | 151,344 | 154,123 | 154,123 | 154,123 | |
| SALARIES-PT | 01.151.0000.5113 | 9,529 | 25,422 | 42,372 | 42,372 | 42,372 | 45,289 | 45,289 | 45,289 | |
| SALARIES-OT | 01.151.0000.5117 | 5,540 | 4,232 | 4,500 | 4,500 | 3,500 | 3,500 | 3,500 | 3,500 | |
| COMPTIME TAKEN | 01.151.0000.5118 | 118 | 403 | 0 | 0 | 0 | 0 | 0 | 0 | |
| LONGEVITY | 01.151.0000.5133 | 348 | 306 | 324 | 324 | 324 | 330 | 330 | 330 | |
| FICA | 01.151.0000.5151 | 13,400 | 14,230 | 14,678 | 14,678 | 14,844 | 15,548 | 15,548 | 15,548 | |
| RETIREMENT | 01.151.0000.5152 | 14,955 | 17,909 | 19,187 | 19,187 | 19,404 | 20,324 | 20,324 | 20,324 | |
| GROUP HEALTH & DENTAL | 01.151.0000.5154 | 27,043 | 30,381 | 31,395 | 31,395 | 29,002 | 36,788 | 36,788 | 36,788 | |
| LIFE INSURANCE | 01.151.0000.5155 | 1,235 | 1,350 | 1,429 | 1,429 | 1,567 | 1,599 | 1,599 | 1,599 | |
| Allocated payroll cost | 01.151.0000.5199 | | -25,800 | -26,800 | -26,800 | -26,800 | -26,800 | -27,900 | -27,900 | |
| Sut-total | | 232,009 | 223,316 | 231,760 | 231,760 | 235,557 | 250,701 | 249,601 | 249,601 | 7.7% |
| Percent of Department Total | | 1 | 83.6% | 80.1% | 79.7% | 80.6% | 77.2% | 77.1% | 83.0% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| PAYROLL PROCESSING FEES | 01.151.0000.5215 | 13,414 | 12,962 | 14,000 | 14,000 | 13,500 | 14,000 | 14,000 | 14,000 | |
| EQUIPMENT MAINTENANCE | 01.151.0000.5242 | 651 | 567 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 500 | |
| SOFTWARE MAINTENANCE | 01.151.0000.5257 | 5,159 | 5,366 | 5,000 | 5,000 | 5,000 | 6,800 | 6,800 | 6,800 | |
| AMBULANCE BILLING SERVICES | 01.151.0000.5296 | 19,743 | 21,928 | 24,000 | 24,000 | 24,000 | 25,000 | 25,000 | 23,000 | |
| COLLECTION SERVICES | 01.151.0000.5298 | 737 | 265 | 100 | 100 | 100 | 100 | 100 | 100 | |
| Sub-total | | 39,703 | 41,089 | 44,100 | 44,100 | 43,600 | 46,900 | 46,900 | 44,400 | 0.7% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.151.0000.5312 | 1,395 | 901 | 1,392 | 1,392 | 1,392 | 1,400 | 1,400 | 900 | |
| PRINTING | 01.151.0000.5313 | 410 | 337 | 3,000 | 3,000 | 2,600 | 3,000 | 3,000 | 2,500 | |
| Sub-total | | 1,805 | 1,238 | 4,392 | 4,392 | 3,992 | 4,400 | 4,400 | 3,400 | -22.6% |
| SERVICES & CHARGES | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.151.0000.5421 | 0 | 0 | | | | 0 | 0 | 0 | |
| SUBSCRIPTIONS | 01.151.0000.5422 | 216 | 227 | 300 | 300 | 300 | 300 | 300 | 250 | |
| MEMBERSHIPS | 01.151.0000.5424 | 310 | 235 | 350 | 350 | 350 | 350 | 350 | 250 | |
| CONFERENCES & SEMINARS | 01.151.0000.5425 | 1,762 | 1,258 | 2,100 | 2,100 | 500 | 1,200 | 1,200 | 1,200 | |
| MILEAGE | 01.151.0000.5432 | 204 | 317 | 200 | 200 | 200 | 300 | 300 | 200 | |
| Sub-total | | 2,492 | 2,037 | 2,950 | 2,950 | 1,350 | 2,150 | 2,150 | 1,900 | -35.6% |
| TOTAL GENERAL FUND | | 276,009 | 267,680 | 283,202 | 283,202 | 284,499 | 304,151 | 303,051 | 299,301 | 5.7% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| FURNITURE & FIXTURES | 41.151.0000.5812 | 428 | 0 | | | | 0 | 0 | 0 | |
| OFFICE EQUIPMENT | 41.151.0000.5813 | 0 | 0 | | | | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.151.0000.5841 | 847 | 0 | | | | 16,000 | 16,000 | 1,500 | |
| SOFTWARE | 41.151.0000.5843 | 1,500 | -400 | 6,000 | 7,750 | 7,750 | 4,500 | 4,500 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 2,776 | -400 | 6,000 | 7,750 | 7,750 | 20,500 | 20,500 | 1,500 | -75.0% |
| GRAND TOTAL FINANCE | | 278,785 | 267,280 | 289,202 | 290,952 | 292,249 | 324,651 | 323,551 | 300,801 | 4.0% |
| Less Program Revenue: | | | | | | | | | | |
| AMBULANCE SERVICES @ 7.5% | 01.0000.4441 | -20,770 | -21,275 | -22,950 | -22,950 | -22,500 | -22,950 | -22,950 | -22,950 | |
| Net Finance Related Costs | | 258,015 | 246,005 | 266,252 | 268,002 | 269,749 | 301,701 | 300,601 | 277,851 | |

AUDIT

| | | | | | | | | | | |
|--------------------------|------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| CONTRACTUAL SERVICES | | | | | | | | | | |
| AUDIT | 01.152.0000.5213 | 21,715 | 19,399 | 25,500 | 25,500 | 25,500 | 26,000 | 26,000 | 23,000 | |
| GRAND TOTAL AUDIT | | 21,715 | 19,399 | 25,500 | 25,500 | 25,500 | 26,000 | 26,000 | 23,000 | -9.8% |

CITY ASSESSOR

154

DEPARTMENT: Assessor

PROGRAM MANAGER: City Assessor

PROGRAM DESCRIPTION:

The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, and school property tax. The City Assessor is an outside contractor with City staff support from a full-time Assessor Clerk.

SERVICES:

- Input and update information in property database.
Inspect and review all properties that were issued permits for the current year, any partial assessments from the prior year and determine values.
- Provide assessment information to interested parties.
- Keep an annual updated list of businesses for personal property reporting.
Preparation and completion of Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform property revaluations as necessary.

STAFFING:

| Position (FTE) | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Assessor | | | 1.00 | 1.00 | 1.00 | 0.00 |
| Assistant Assessor | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Assessor Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |

ACTIVITY MEASURES:

| Activity | 1999 | 2000 Φ | 2001 | 2002 | 2003* Φ | 2004* |
|---------------------------|-------|-----------|--------|--------|------------|--------|
| Properties Inspected | 1,255 | 1,382 | 1,412 | 1,420 | 1,420 | 1,420 |
| Assessment Notices Mailed | 1,997 | 10,169 | 1,991 | 2,000 | 10,831 | 2,000 |
| Open Book Hearings | 37 | 316 | 37 | 37 | 628 | 40 |
| Board of Review Hearings | 5 | 50 | 6 | 8 | 8 | 8 |
| Residential Parcels | 9,221 | 9,672 | 9,915 | 10,200 | 10,505 | 10,200 |
| Commercial Parcels | 459 | 504 | 513 | 525 | 582 | 525 |
| Total Parcels | 1016 | 10,487 | 10,591 | 10,800 | 11,087 | 10,800 |
| Assessed Value Increase | 93m | 284m | 81m | 80m | 361.5m | 80m |

Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) Contractual Assessor Support Services increase by \$6,000 primarily reflecting this year's increased cost of a revaluation in 2006. In previous years, a revaluation cost was fully funded in one year. Now, one-third of the revaluation cost is budgeted every year and paid out in the third year.
- 2) An appropriation of \$8,900 is included in the 2004 Budget for the first time to pay for newly established charges to municipalities by the State of Wisconsin for manufacturing assessment services.
- 3) Based on experience, supplies and other charges are reduced by \$2,605.
- 4) The total Operating Budget for this department is increased by \$21,026, from \$212,288 in the 2003 Budget to \$233,314 in the 2004 Adopted Budget.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| ASSESSOR | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.154.0000.5111 | 77,164 | 80,721 | 84,306 | 84,306 | 84,776 | 90,636 | 90,636 | 90,636 | |
| SALARIES-TEMP | 01.154.0000.5115 | | 623 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SALARIES-OT | 01.154.0000.5117 | 229 | 280 | 300 | 300 | 300 | 300 | 300 | 300 | |
| COMPTIME TAKEN | 01.154.0000.5118 | 0 | 612 | 0 | 0 | 0 | 0 | 0 | 0 | |
| LONGEVITY | 01.154.0000.5133 | 324 | 324 | 324 | 324 | 324 | 0 | 0 | 0 | |
| FICA | 01.154.0000.5151 | 5,954 | 6,329 | 6,497 | 6,497 | 6,533 | 6,957 | 6,957 | 6,957 | |
| RETIREMENT | 01.154.0000.5152 | 7,772 | 8,177 | 8,493 | 8,493 | 8,540 | 9,094 | 9,094 | 9,094 | |
| GROUP HEALTH & DENTAL | 01.154.0000.5154 | 16,502 | 19,104 | 22,570 | 22,570 | 20,177 | 24,902 | 24,902 | 24,902 | |
| LIFE INSURANCE | 01.154.0000.5155 | 416 | 446 | 443 | 443 | 491 | 475 | 475 | 475 | |
| Sub-total | | 108,362 | 116,615 | 122,933 | 122,933 | 121,141 | 132,364 | 132,364 | 132,364 | 7.7% |
| Percent of Department Total | | 0 | 58.4% | 57.9% | 57.9% | 57.6% | 56.2% | 56.2% | 56.7% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| PROFESSIONAL SERVICES | 01.154.0000.5210 | 102,500 | 73,000 | 76,000 | 76,000 | 76,000 | 82,000 | 82,000 | 82,000 | |
| SOFTWARE MAINTENANCE | 01.154.0000.5257 | 3,398 | 2,700 | 3,600 | 3,600 | 3,600 | 2,900 | 2,900 | 2,900 | |
| SUNDRY CONTRACTORS | 01.154.0000.5257 | | | | | | 8,900 | 8,900 | 8,900 | |
| Sub-total | | 105,898 | 75,700 | 79,600 | 79,600 | 79,600 | 93,800 | 93,800 | 93,800 | 17.8% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.154.0000.5311 | 2,391 | 0 | 3,300 | 3,300 | 3,300 | 1,500 | 1,500 | 1,000 | |
| OFFICE SUPPLIES | 01.154.0000.5312 | 850 | 564 | 1,300 | 1,300 | 1,300 | 1,500 | 1,500 | 1,000 | |
| PRINTING | 01.154.0000.5313 | 3,488 | 1,985 | 2,800 | 2,800 | 2,800 | 4,300 | 4,300 | 3,300 | |
| OPERATING SUPPLIES-OTHER | 01.154.0000.5329 | 0 | 0 | | | | | | | |
| Sub-total | | 6,729 | 2,549 | 7,400 | 7,400 | 7,400 | 7,300 | 7,300 | 5,300 | -28.4% |
| SERVICES AND CHARGES | | | | | | | | | | |
| PUBLICATIONS | 01.154.0000.5421 | 142 | 14 | 650 | 650 | 650 | 400 | 400 | 400 | |
| SUBSCRIPTIONS | 01.154.0000.5422 | 674 | 702 | 700 | 700 | 700 | 600 | 600 | 600 | |
| MEMBERSHIP | 01.154.0000.5424 | 65 | 65 | 65 | 65 | 65 | 65 | 50 | 50 | |
| CONFERENCES AND SCHOOLS | 01.154.0000.5425 | 476 | 526 | 740 | 740 | 740 | 600 | 600 | 600 | |
| MILEAGE | 01.154.0000.5432 | 572 | 264 | 200 | 200 | 200 | 200 | 200 | 200 | |
| Sub-total | | 1,929 | 1,570 | 2,355 | 2,355 | 2,355 | 1,865 | 1,850 | 1,850 | -21.4% |
| TOTAL GENERAL FUND | | 222,918 | 196,434 | 212,288 | 212,288 | 210,496 | 235,329 | 235,314 | 233,314 | 9.9% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.154.0000.5813 | 0 | 0 | | | 0 | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.154.0000.5841 | 3,116 | 3,282 | | | 0 | 0 | 0 | 0 | |
| SOFTWARE | 41.154.0000.5843 | 0 | 0 | | | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 3,116 | 3,282 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL ASSESSOR | | 226,034 | 199,716 | 212,288 | 212,288 | 210,496 | 235,329 | 235,314 | 233,314 | 9.9% |

TREASURER'S OFFICE

156

DEPARTMENT: Treasurer

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

The Treasurer's Office acts as the City's banker. By law, the office is to receive and record all City revenues and keep detailed records of the transactions. The duties include cash receipting, investment and banking operations for all City departments, including the Water Utility. The Treasurer's Office is also responsible for property tax collection for the City and other government jurisdictions through July of each year.

SERVICES:

- Cash management and investment of City funds.
- Manage City bank accounts.
- Property tax collection and settlement with other governments
- Receipting of all monies paid to the City.
- Dog and cat licensing.

STAFFING:

| Position (FTE) | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| City Treasurer | .30 | .1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Treasurer | 1.00 | 0.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Treasury Clerk | .63 | .70 | .00 | .00 | .00 | .00 |
| Cashier/Clerk | .23 | .53 | .53 | .53 | .53 | .80 |
| Cashier (seasonal) | .60 | .60 | .60 | .60 | .60 | .60 |
| Total | 2.76 | 2.83 | 2.88 | 2.88 | 2.88 | 3.15 |

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|---------------------------|--------|--------|--------|--------|--------|--------|
| Treasurer's Receipts | 10,257 | 9,219 | 9,298 | 9,350 | 9,350 | 9,400 |
| Water/Sewer Payments | 30,428 | 31,732 | 33,036 | 34,192 | 34,192 | 34,500 |
| Property Tax Bills | 11,335 | 11,341 | 11,363 | 11,761 | 11,761 | 12,000 |
| Special Charges-Tax Bills | 3,787 | 3,870 | 4,180 | 4,320 | 4,320 | 4,400 |
| Dog/Cat Licenses | 1,045 | 1,051 | 1,065 | 1,102 | 1,102 | 1,150 |
| Bank Deposits | 490 | 496 | 511 | 520 | 520 | 540 |

* Forecast

BUDGET SUMMARY:

- 1) Staffing adjustments are recommended to increase the part-time position presence by .27 FTE in the office and ensure adequate office coverage and timely completion of workload. These adjustments increase personnel costs by \$11,500.
- 2) The budget anticipates that property tax bills will be printed and mailed by an outside contractor to reduce the processing time to get property tax bills out to residents earlier. The Contractual Service Budget is increased by \$7,000 for this purpose. Partially offsetting this cost is a \$4,250 reduction to the Postage Account and a \$2,000 reduction to the Printing Account.
- 3) The Capital Outlay Budget includes \$3,000 for the purchase of 2 personal computers as part of an annual replacement program for the department's 6 computers, and \$1,300 to replace a 10-year-old copy machine.
- 4) The total Operating Budget for this department is increased by \$11,923, from \$135,982 in the 2003 Budget to \$147,905 in the 2004 Adopted Budget.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.156.0000.5111 | 46,528 | 47,459 | 49,320 | 49,320 | 48,122 | 49,569 | 49,569 | 49,569 | |
| SALARIES-PT | 01.156.0000.5113 | 28,886 | 33,119 | 33,222 | 33,222 | 39,949 | 48,622 | 48,622 | 48,622 | |
| SALARIES-TEMP | 01.156.0000.5115 | 8,265 | 10,214 | 14,338 | 14,338 | 16,704 | 11,302 | 11,302 | 11,302 | |
| SALARIES-OT | 01.156.0000.5117 | 101 | 0 | 1,100 | 1,100 | 1,100 | 100 | 100 | 100 | |
| COMPTIME TAKEN | 01.156.0000.5118 | 480 | 728 | 100 | 100 | 100 | 100 | 100 | 100 | |
| LONGEVITY | 01.156.0000.5133 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| FICA | 01.156.0000.5151 | 6,307 | 6,824 | 7,508 | 7,508 | 8,112 | 8,396 | 8,396 | 8,396 | |
| RETIREMENT | 01.156.0000.5152 | 6,379 | 7,011 | 7,493 | 7,493 | 7,668 | 7,557 | 7,557 | 7,557 | |
| GROUP HEALTH & DENTAL | 01.156.0000.5154 | 12,334 | 14,212 | 16,574 | 16,574 | 13,812 | 17,246 | 17,246 | 17,246 | |
| LIFE INSURANCE | 01.156.0000.5155 | 403 | 434 | 497 | 497 | 547 | 553 | 553 | 553 | |
| Allocated payroll cost | 01.156.0000.5199 | | -9,900 | -10,300 | -10,300 | -10,300 | -10,300 | -10,400 | -10,400 | |
| Sub-total | | 109,742 | 110,161 | 119,912 | 119,912 | 125,874 | 133,205 | 133,105 | 133,105 | 11.0% |
| Percent of Department Total | | 1 | 90.5% | 88.2% | 88.2% | 90.2% | 89.3% | 89.3% | 90.0% | |
| CONTRACTUAL SERVICE | | | | | | | | | | |
| EQUIPMENT MAINTENANCE | 01.156.0000.5242 | 4,017 | 3,704 | 4,200 | 4,200 | 4,000 | 4,200 | 4,200 | 4,200 | |
| SUNDRY CONTRACTORS | 01.156.0000.5299 | 0 | 0 | 0 | 0 | 0 | 7,000 | 7,000 | 7,000 | |
| Sub-total | | 4,017 | 3,704 | 4,200 | 4,200 | 4,000 | 11,200 | 11,200 | 11,200 | 166.7% |
| SUPPLIES | | | | | | | | | | |
| POSTAGE | 01.156.0000.5311 | 3,244 | 2,931 | 4,250 | 4,250 | 3,500 | 0 | 0 | 0 | |
| OFFICE SUPPLIES | 01.156.0000.5312 | 1,621 | 1,690 | 2,300 | 2,300 | 2,000 | 2,000 | 2,000 | 2,000 | |
| PRINTING | 01.156.0000.5313 | 2,338 | 3,133 | 2,700 | 2,700 | 2,700 | 700 | 700 | 700 | |
| Sub-total | | 7,202 | 7,755 | 9,250 | 9,250 | 8,200 | 2,700 | 2,700 | 2,700 | |
| SERVICES AND CHARGES | | | | | | | | | | |
| SUBSCRIPTIONS | 01.156.0000.5422 | 0 | 27 | 40 | 40 | 30 | 40 | 50 | 50 | |
| MEMBERSHIPS | 01.156.0000.5424 | 80 | 80 | 80 | 80 | 80 | 80 | 100 | 100 | |
| CONFERENCES AND SCHOOLS | 01.156.0000.5425 | 914 | 0 | 2,000 | 2,000 | 1,000 | 1,500 | 1,500 | 500 | |
| MILEAGE | 01.156.0000.5432 | 258 | 17 | 325 | 325 | 200 | 300 | 300 | 100 | |
| BANK FEES | 01.156.0000.5491 | 235 | 0 | 175 | 175 | 175 | 175 | 150 | 150 | |
| Sub-total | | 1,487 | 124 | 2,620 | 2,620 | 1,485 | 2,095 | 2,100 | 2,100 | -65.6% |
| TOTAL GENERAL FUND | | 122,448 | 121,744 | 135,982 | 135,982 | 139,559 | 149,200 | 149,105 | 147,905 | 8.8% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.156.0000.5813 | 0 | 0 | | | | 1,300 | 1,300 | 1,300 | |
| COMPUTER EQUIPMENT | 41.156.0000.5841 | 5,878 | 0 | | | | 3,000 | 3,000 | 3,000 | |
| SOFTWARE | 41.156.0000.5841 | 0 | 0 | | | | | 0 | | |
| TOTAL CAPITAL OUTLAY FUND | | 5,878 | 0 | 0 | 0 | 0 | 4,300 | 4,300 | 4,300 | |
| GRAND TOTAL TREASURER | | 128,326 | 121,744 | 135,982 | 135,982 | 139,559 | 153,500 | 153,405 | 152,205 | 8.8% |
| Less Program Revenue: | | | | | | | | | | |
| INTEREST-TAX ROLL | 01.0000.4715 | -208,306 | -89,876 | -100,000 | -100,000 | -90,000 | -90,000 | -90,000 | -90,000 | |
| Net Finance Related Costs | | -79,980 | 31,868 | 35,982 | 35,982 | 49,559 | 63,500 | 63,405 | 62,205 | |

LEGAL SERVICES
161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

The City Attorney is responsible for conducting most of the legal business in which the City is involved; such as legal opinions, ordinances, resolutions, general legal counsel, purchase and sale of property, and prosecution of ordinance and traffic violations.

Legal expenses associated with claim defense are charged to the Claims Account.

SERVICES:

- Attend all Common Council meetings.
- Review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and review development agreements.
- Prepare and/or review City contracts.

STAFFING:

Contractual

ACTIVITY MEASURES:

| Activity | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|------------------------------------|-------|--------|-------|--------|-------|-------|
| Hours of Service w/o Municipal Ct. | 1,388 | 1,261 | 1,432 | 1,450 | 1,485 | 1,450 |
| Matters Litigated | 8 | 9 | 2 | 2 | 5 | 2 |
| Municipal Court Cases | 7,719 | 10,127 | 9,715 | 10,000 | 7,500 | 9,000 |

* Forecast

BUDGET SUMMARY:

Budget increase of \$26,239, from \$165,141 in the 2003 Budget to \$191,380 in the 2004 Adopted Budget, requested to improve response time in providing legal services.

| CITY OF FRANKLIN | | 2001 | 2002 | 2003 | 2003 | 2003 | 2004 | 2004 | 2004 | Percent Change |
|----------------------------------|------------------|---------|---------|---------|---------|----------|--------------|---------|---------|-------------------|
| 2004 BUDGET | | Actual | Actual | Adopted | Amended | Estimate | Dept/Request | Request | Adopted | |
| LEGAL COUNSEL | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| LEGAL SERVICES - GENERAL | 01.161.0000.5212 | 79,216 | 87,172 | 77,151 | 77,151 | 77,151 | 77,151 | 77,150 | 77,150 | |
| LEGAL SERVICES - DAY COURT | 01.161.0000.5213 | | | 28,800 | 28,800 | 14,400 | 28,800 | 28,800 | 28,800 | |
| SPECIAL ATTORNEY | 01.161.0000.5251 | 0 | 1,721 | 2,000 | 2,000 | 2,000 | 10,000 | 5,000 | 5,000 | |
| LEGAL SERVICES - LANDFILL SITING | 01.161.0000.5252 | 0 | 0 | 0 | 0 | 0 | | | | |
| ATTORNEY FEES - ADD'L SERVICES | 01.161.0000.5253 | 122,890 | 85,406 | 54,590 | 54,590 | 68,990 | 84,590 | 84,600 | 79,600 | |
| Sub-total | | 202,106 | 174,298 | 162,541 | 162,541 | 162,541 | 200,541 | 195,550 | 190,550 | 17.2% |
| SUPPLIES | | | | | | | | | | |
| PRINTING | 01.161.0000.5313 | 0 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | |
| | | 0 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | |
| SUBSCRIPTIONS | 01.161.0000.5422 | 1,119 | 1,603 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0 | |
| CONFERENCES AND SCHOOLS | 01.161.0000.5425 | | 190 | | | | | 250 | 250 | |
| COURT COSTS | 01.161.0000.5427 | 180 | | 1,500 | 1,500 | 1,500 | 1,500 | 480 | 480 | |
| | | 1,299 | 1,793 | 2,500 | 2,500 | 2,500 | 2,500 | 730 | 730 | -70.8% |
| GRAND TOTAL LEGAL COUNSEL | | 203,405 | 176,091 | 165,141 | 165,141 | 165,141 | 203,141 | 196,380 | 191,380 | 15.9% |

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

PROGRAM MANAGER: City Engineer (assisted by Building Operations Supervisor)

PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex, Fire Stations 1, 2, and 3; Law Enforcement Building, Library, Legend Park Buildings, the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, Law Enforcement Building, and Library.

SERVICES:

- Provide custodial services at City Hall, Law Enforcement Building, and Library.
- Operate and maintain City grounds and buildings.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for all municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, Public Works Garage, and the Sewer and Water Building.

STAFFING:

| | 1999 Actual | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Budget | 2004 Budget |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Operations Supervisor | .00 | .00 | .00 | 1.00 | 1.00 | 1.00 |
| Custodian | 1.00 | 1.00 | 1.00 | .00 | .00 | .00 |
| Assistant Custodian | 1.00 | 1.48 | 2.48 | 2.98 | 3.48 | 3.36 |
| Seasonal Maintenance | .58 | .58 | .58 | .58 | .58 | .32 |
| Total | 2.58 | 3.06 | 4.06 | 4.56 | 5.06 | 4.68 |

Note: New position requires Council action prior to hiring due to State budget issues.

ACTIVITY MEASURES:

| Square Footage: | 1999 | 2000 | 2001 | 2002 | 2003* | 2004* |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| City Hall | 47,206 | 47,206 | 47,206 | 47,206 | 47,206 | 47,206 |
| Fire Stations | 21,060 | 21,060 | 21,060 | 26,480 | 26,480 | 26,480 |
| Public Works Building | 45,450 | 45,450 | 45,450 | 45,450 | 45,450 | 45,450 |
| Sewer & Water Building | 2,840 | 2,840 | 2,840 | 6,620 | 6,620 | 6,620 |
| Law Enforcement Building | | | | 68,300 | 68,300 | 68,300 |
| Library Building | | | | 40,000 | 40,000 | 40,000 |
| Total Square Footage | 119,396 | 119,396 | 119,396 | 234,056 | 234,056 | 234,056 |

* Forecast

BUDGET SUMMARY:

- 1) Addition of a weekend Library maintenance person resulted in the ability to reduce overtime and summer help, giving an overall reduction in staffing budget: 5.06 down to 4.68.
- 2) Allocated Payroll Credits – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay:

Maintenance Equipment –

| | |
|-------------------------|-----------|
| Gas Powered Leaf Blower | \$ 250.00 |
|-------------------------|-----------|

| | |
|---------------------------|-----------|
| Gas Powered Hedge Trimmer | \$ 350.00 |
|---------------------------|-----------|

| | |
|--------------------------------|-----------|
| Gas Powered Line Grass Trimmer | \$ 225.00 |
|--------------------------------|-----------|

Building Improvements –

| | |
|--------------------|-------------|
| Compressor Upgrade | \$ 5,500.00 |
|--------------------|-------------|

| | |
|------------------------------------|-------------|
| Hazardous Clean-up – Old Gun Range | \$ 6,000.00 |
|------------------------------------|-------------|

| | |
|----------------------|-------------|
| Total Capital Outlay | \$12,325.00 |
|----------------------|-------------|

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|---------------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| MUNICIPAL BUILDING | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| SALARIES-FT | 01.181.0000.5111 | 74,089 | 86,316 | 103,992 | 103,992 | 111,946 | 109,375 | 109,375 | 109,375 | |
| SALARIES-PT | 01.181.0000.5113 | 12,377 | 26,823 | 42,253 | 42,253 | 26,595 | 43,935 | 43,935 | 27,671 | |
| SALARIES-TEMP | 01.181.0000.5115 | 7,416 | 5,335 | 10,926 | 10,926 | 10,557 | 6,000 | 6,000 | 6,000 | |
| SALARIES-OT | 01.181.0000.5117 | 2,014 | 3,243 | 4,783 | 4,783 | 4,783 | 3,000 | 3,000 | 3,410 | |
| COMPTIME TAKEN | 01.181.0000.5118 | 370 | 860 | 0 | 0 | 0 | 0 | 0 | 0 | |
| LONGEVITY | 01.181.0000.5133 | 91 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FICA | 01.181.0000.5151 | 7,373 | 9,378 | 12,389 | 12,389 | 11,772 | 12,417 | 12,417 | 11,204 | |
| RETIREMENT | 01.181.0000.5152 | 9,009 | 11,380 | 19,792 | 19,792 | 15,480 | 15,713 | 15,713 | 15,780 | |
| GROUP HEALTH & DENTAL | 01.181.0000.5154 | 20,693 | 28,998 | 52,882 | 52,882 | 33,786 | 37,637 | 37,637 | 37,637 | |
| LIFE INSURANCE | 01.181.0000.5155 | 321 | 491 | 796 | 796 | 778 | 791 | 791 | 791 | |
| Allocated payroll cost | 01.181.0000.5199 | | -92,000 | -114,000 | -114,000 | -114,000 | -119,700 | -113,000 | -96,000 | |
| Sub-total | | 133,751 | 80,824 | 133,813 | 133,813 | 101,697 | 109,168 | 115,868 | 115,868 | -13.4% |
| Percent of Department Total | | 1 | 42.1% | 48.5% | 48.5% | 41.7% | 43.2% | 44.6% | 45.1% | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| EQUIPMENT MAINTENANCE | 01.181.0000.5242 | 656 | 505 | 0 | 0 | 0 | 0 | 0 | 0 | |
| DATA & TELEPHONE CABLING | 01.181.0000.5247 | 592 | 700 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,000 | |
| SUNDRY CONTRACTORS | 01.181.0000.5299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 1,248 | 1,204 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,000 | -66.7% |
| SUPPLIES | | | | | | | | | | |
| OFFICE SUPPLIES | 01.181.0000.5312 | 250 | 155 | 500 | 500 | 500 | 250 | 250 | 250 | |
| PRINTING | 01.181.0000.5313 | 63 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | |
| UNIFORMS | | | | | | | | | | |
| FUEL/LUBRICANTS | 01.181.0000.5326 | 659 | 361 | 800 | 800 | 800 | 800 | 800 | 800 | |
| CONSUMABLE TOOLS | 01.181.0000.5331 | 12 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | |
| | 01.181.0000.5342 | 1,235 | 349 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 500 | |
| Sub-total | | 2,219 | 892 | 2,400 | 2,400 | 2,400 | 2,150 | 2,150 | 1,650 | -31.3% |
| SERVICES AND CHARGES | | | | | | | | | | |
| CONFERENCES AND SCHOOLS | 01.181.0000.5425 | 10 | 370 | 0 | 0 | 0 | 150 | 150 | 150 | |
| FACILITY CHARGES | | | | | | | | | | |
| WATER | 01.181.0000.5551 | 4,324 | 2,710 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | |
| ELECTRICITY | 01.181.0000.5552 | 39,782 | 39,979 | 58,500 | 58,500 | 58,500 | 60,840 | 60,850 | 60,850 | |
| SEWER | 01.181.0000.5553 | 1,112 | 625 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| NATURAL GAS | 01.181.0000.5554 | 11,598 | 11,334 | 22,000 | 22,000 | 22,000 | 22,880 | 22,900 | 22,900 | |
| LANDSCAPE MATERIALS | 01.181.0000.5555 | 281 | 135 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | |
| JANITORIAL SUPPLIES | 01.181.0000.5556 | 6,337 | 5,824 | 5,000 | 5,000 | 5,000 | 5,200 | 5,200 | 5,200 | |
| BUILDING MAINTENANCE-SYSTEMS | 01.181.0000.5557 | 17,438 | 12,838 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 | |
| BUILDING MAINTENANCE-FLOORING | 01.181.0000.5558 | 0 | 1,435 | 0 | 0 | 0 | 0 | 0 | 0 | |
| BUILDING MAINTENANCE-OTHER | 01.181.0000.5559 | 13,621 | 34,031 | 10,300 | 10,300 | 10,300 | 10,300 | 10,300 | 10,300 | |
| Sub-total | | 94,494 | 108,910 | 122,800 | 122,800 | 122,800 | 126,220 | 126,250 | 126,250 | 2.8% |
| TOTAL GENERAL FUND | | 231,722 | 192,200 | 262,013 | 262,013 | 229,897 | 240,688 | 247,418 | 244,918 | -6.5% |
| CAPITAL OUTLAY FUND | | | | | | | | | | |
| FURNITURE & FIXTURES | 41.181.0000.5812 | 890 | 0 | | | | 0 | 0 | 0 | |
| NON-MOTORIZED EQUIPMENT | 41.181.0000.5814 | 999 | 5,077 | 3,900 | 3,900 | 3,900 | 825 | 825 | 825 | |
| SHOP EQUIPMENT | 41.181.0000.5815 | 7,156 | 1,150 | | | | | | | |
| BUILDING IMPROVEMENTS | 41.181.0000.5822 | 7,969 | 16,751 | 10,000 | 10,000 | 10,000 | 11,500 | 11,500 | 11,500 | |
| TOTAL CAPITAL OUTLAY FUND | | 17,014 | 22,977 | 13,900 | 13,900 | 13,900 | 12,325 | 12,325 | 12,325 | -11.3% |
| EQUIPMENT REVOLVING FUND | | | | | | | | | | |
| EQUIPMENT | 42.181.0000.5811 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL MUNICIPAL BUILDING | | 248,736 | 214,807 | 275,913 | 275,913 | 243,797 | 252,863 | 259,593 | 257,093 | -6.8% |

INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The City accounts for all insurance program activities in a separate general fund department. Insurance coverage maintained by the City includes general and umbrella liability, property, auto, professional liability, and worker compensation policies. Third party insurance companies provide all insurance coverage for the City. Worker compensation costs are based on covered payroll amounts multiplied by standard rates established by the State. The City's worker compensation insurance carrier also offers a dividend program, which makes the City eligible to earn dividends if claim costs fall below specified thresholds. Good claims experience may increase the amount of the dividend available to the City. The full-expected premium cost is budgeted as expenditure; estimated dividends are budgeted as revenues on a conservative basis, as the amounts are subject to change based on claims experience. Insurance amounts are allocated to the Police Department, Fire Department, Highway Department, Water Utility, and Sewer Fund through an ongoing administrative allocation.

BUDGET SUMMARY:

- 1) During 2003, the Common Council approved a budget amendment to realign this budget appropriation for insurance premiums, based on final 2003 premium charges that exceeded the 2003 Adopted Budget. This amendment resulted in a \$97,300 increase to the 2003 Budget.
- 2) The 2004 Budget includes an estimated \$46,650 increase in premium costs as compared to the 2003 Amended Budget.
- 3) Approximately \$428,800 (68%) of the premium costs in the 2004 Budget is allocated to the departments identified above. This allocation is increased by \$128,800 in 2004, resulting in a net increased Expenditure Budget in this department of \$15,150, from \$184,200 in the 2003 Budget to \$199,350 in the 2004 Budget.

| CITY OF FRANKLIN | | 2001 | 2002 | 2003 | 2003 | 2003 | 2004 | 2004 | 2004 | Percent |
|------------------------------|------------------|---------|----------|----------|----------|----------|--------------|----------|----------|---------|
| 2004 BUDGET | | Actual | Actual | Adopted | Amended | Estimate | Dept/Request | Request | Adopted | Change |
| INSURANCE | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| OTHER PROFESSIONAL SERVICE | 01.194.0000.5219 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Sut-total | | 0 | 0 | | | | 0 | 0 | | |
| FACILITY CHARGES | | | | | | | | | | |
| BUILDING INSURANCE | 01.194.0000.5511 | 6,357 | 10,666 | 15,000 | 35,900 | 15,000 | 41,300 | 41,300 | 41,300 | |
| AUTO/EQUIPMENT INSURANCE | 01.194.0000.5512 | 80,158 | 76,210 | 90,000 | 93,300 | 90,000 | 107,300 | 107,300 | 104,850 | |
| PUBLIC LIABILITY | 01.194.0000.5513 | 44,480 | 54,030 | 60,000 | 64,500 | 60,000 | 74,200 | 74,200 | 74,200 | |
| PROFESSIONAL LIABILITY | 01.194.0000.5514 | 56,007 | 57,007 | 60,000 | 76,100 | 60,000 | 87,600 | 87,600 | 87,600 | |
| BOILER INSURANCE | 01.194.0000.5515 | 3,733 | 4,632 | 9,200 | 7,200 | 9,200 | 8,200 | 8,200 | 8,200 | |
| UMBRELLA INSURANCE | 01.194.0000.5516 | 14,387 | 19,701 | 20,000 | 23,500 | 20,000 | 27,000 | 27,000 | 27,000 | |
| WORKERS COMPENSATION | 01.194.0000.5517 | 205,673 | 236,999 | 230,000 | 281,000 | 230,000 | 285,000 | 285,000 | 285,000 | |
| TREASURERS BOND | 01.194.0000.5521 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Allocated insurance cost | 01.194.0000.5560 | | -292,000 | -300,000 | -398,800 | -300,000 | -428,800 | -428,800 | -428,800 | |
| Sut-total | | 410,795 | 167,245 | 184,200 | 182,700 | 184,200 | 201,800 | 201,800 | 199,350 | 8.2% |
| GRAND TOTAL INSURANCE | | 410,795 | 167,245 | 184,200 | 182,700 | 184,200 | 201,800 | 201,800 | 199,350 | 8.2% |
| Less Program Revenue: | | | | | | | | | | |
| INSURANCE DIVIDEND | 01.0000.4771 | -23,903 | -22,102 | -24,000 | -24,000 | -20,000 | -20,000 | -20,000 | -20,000 | |
| Insurance Related Costs | | 386,892 | 145,143 | 160,200 | 158,700 | 164,200 | 181,800 | 181,800 | 179,350 | |

UNCLASSIFIED & CONTINGENCY
198, 199

DEPARTMENT: Unclassified & Contingency

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

These programs provide for miscellaneous accounts that are not contained in department operating budgets.

Department 198 Unclassified: Items accounted for in this department include special assessments on City owned property (if any); and claims or judgment costs. Unemployment compensation cost payments (the City is self-insured) have been reassigned to the Human Resources Office.

Department 199 Contingency: This department carries the annual contingency appropriation. This appropriation is made to address unforeseen expenditures in the General Fund or to allow Common Council to retain control of program expenditures that are uncertain at time of budget adoption. Funds are not expended directly from the contingency account, but are transferred to General Fund operating budgets by specific Common Council action.

| CITY OF FRANKLIN 2004 BUDGET | | 2001 Actual | 2002 Actual | 2003 Adopted | 2003 Amended | 2003 Estimate | 2004 Dept/Request | 2004 Request | 2004 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|----------------------|-----------------|-----------------|-------------------|
| UNCLASSIFIED EXPENSES | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | |
| OTHER PROF SVCS | 01.198.0000.5219 | 2,909 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SUPPLIES | | | | | | | | | | |
| MISC SUPPLIES | 01.198.0000.5399 | 571 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SERVICES & CHARGES | | | | | | | | | | |
| SPECIAL ASSESSMENTS | 01.198.0000.5417 | 31,372 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| RECREATION LEVY | 01.198.0000.5418 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| PENALTIES & INTEREST | 01.198.0000.5492 | 152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 31,524 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FIXED CHARGES | | | | | | | | | | |
| PROPERTY TAXES WRITTEN OFF | 01.198.0000.5542 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| BANK FEES | 01.998.0000.5691 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CONTRIBUTIONS AND AWARDS | | | | | | | | | | |
| UNEMPLOYMENT | 01.198.0000.5158 | 2,581 | 1,665 | 5,000 | 5,000 | 5,000 | | | | |
| REFUNDED PROPERTY TAXES | 01.198.0000.5543 | 0 | 2,369 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CLAIMS | 01.198.0000.5731 | 778 | 0 | 5,000 | 5,000 | 44,926 | 5,000 | 5,000 | 5,000 | |
| GRAND TOTAL UNCLASSIFIED | | 38,363 | 4,034 | 10,000 | 10,000 | 49,926 | 5,000 | 5,000 | 5,000 | -50.0% |
| CONTINGENCY | | | | | | | | | | |
| RESTRICTED | | | | | | | | | | |
| OTHER | 01.199.0000.5110 | | 0 | 176,569 | 176,569 | | 0 | 40,000 | 345,000 | |
| GROUP HEALTH & DENTAL | 01.199.0000.5154 | | 0 | 0 | 0 | | 0 | 0 | 0 | |
| GROUP HEALTH & DENTAL | 01.199.0000.5154 | | 0 | -100,000 | -100,000 | | 0 | 0 | 0 | |
| UNEMPLOYMENT | 01.199.0000.5158 | | 0 | 0 | 0 | | 0 | 0 | 0 | |
| Sub-total | | 0 | 0 | 76,569 | 76,569 | 0 | 0 | 40,000 | 345,000 | 350.6% |
| UNRESTRICTED | | | | | | | | | | |
| COMM DEV-OTHER PROF SERVICES | | | | 8,333 | 8,333 | | | | | |
| LEGAL COUNCIL-SPECIAL ATTORNEY | | | | 8,000 | 8,000 | | | | | |
| POLICE-SALARIES-RESERVE PAY | | | | 60,000 | 60,000 | | | | | |
| POLICE-FUEL | | | | 3,000 | 3,000 | | | | | |
| ALDERMAN-VOLUNTEER RECOG | | | | 5,000 | 5,000 | | | | | |
| PLANNING-OVERTIME | | | | 500 | 500 | | | | | |
| CITY CLERK-OVERTIME | | | | 500 | 500 | | | | | |
| CITY CLERK-REDUCE WAGES | | | | 3,000 | 3,000 | | | | | |
| HIGHWAY-FUEL | | | | 5,000 | 5,000 | | | | | |
| MUNICIPAL BUILDINGS | | | | 6,000 | 6,000 | | | | | |
| UNRESTRICTED | | | | 100,000 | -35,700 | | 200,000 | 180,000 | 180,000 | |
| SUNDRY CONTRACTS-UNRESTRICTED | 01.199.0000.5499 | | 0 | 199,333 | 63,633 | 0 | 200,000 | 180,000 | 180,000 | |
| Sub-total | | 0 | 0 | 199,333 | 63,633 | 0 | 200,000 | 180,000 | 180,000 | |
| GRAND TOTAL CONTINGENCY | | 0 | 0 | 275,902 | 140,202 | 0 | 200,000 | 220,000 | 525,000 | 90.3% |
| TOTAL GENERAL GOVERNMENT | | | | | | | | | | |
| General Fund | | \$2,505,665 | \$2,069,034 | \$2,615,668 | \$2,492,168 | \$2,352,503 | \$2,703,101 | \$2,695,957 | \$2,945,257 | 12.6% |
| Capital Outlay Fund | | \$0 | \$45,153 | \$72,300 | \$75,300 | \$74,588 | \$110,125 | \$80,125 | \$57,825 | -20.0% |
| Equipment Revolving Fund | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |